

APPLICATION FOR APPN LICENSURE

Use this application if:

The Idaho RN license is current

An Idaho APPN license has never been issued previously

See Application for Prescriptive and Dispensing Authorization for prescriptive authority.

Criminal Background checks – Fingerprint-based are required for all applicants. Cards are available from the Board office. See item “Fingerprint Card – Related Fees”

APPLICATION INSTRUCTIONS FOR ADVANCED PRACTICE PROFESSIONAL NURSE LICENSURE

This application may be used by nurses applying for:

- Advanced practice professional nurse licensure (CNM, CNS, NP, RNA). *If you are applying for APPN licensure and are not currently licensed to practice in Idaho as a professional nurse (RN), you must apply for professional and advanced practice professional nurse licensure and pay both licensure fees.*
- Temporary licensure. *Idaho has a mandatory nurse licensure law requiring nurses to be licensed to practice in Idaho at the time of employment. A temporary license may be issued for an interim period of ninety (90) days while the application for renewable licensure is being processed. Instructions for temporary licensure are included on these instructions.*

The following must be on file with the Board of Nursing to determine your eligibility for licensure in Idaho. (All documents become the property of the Board and may be destroyed, without further notification, if the application is not completed within one year.) Documents requiring notarization may NOT be received by FAX.

The following items are required for all applications:

1. **APPLICATION FORM:** Only application forms provided by the Board, completed in ink and notarized will be accepted. Photocopies or Faxed copies of application forms will not be accepted.
 - 1) If all information requested is not supplied, provide an explanation for the omission.
 - 2) Sign the affidavit with your usual signature and have it notarized.
 - 3) Attach a 2 x 2 identification photograph, taken within the last year. Electronically scanned photos are not acceptable; features must be clearly identifiable. Black & white or color photos are acceptable.
 - 4) Complete Page 3 indicating your advanced practice education and certification information.
2. **FEE.** Enclose the appropriate fee for all categories of licensure for which you are applying (personal checks are accepted):

Advanced Practice Professional Nurse (CNM, CNS, NP, RNA)	-	\$90.00
APPN Temporary License	-	No Fee
3. **DECLARATION OF STATE OF RESIDENCE.** Complete the enclosed form attesting that your primary residence is Idaho or other non-Compact state.
4. **RN LICENSURE.** Attach a copy of your current Idaho RN license to the enclosed Affidavit.
5. **OFFICIAL TRANSCRIPT:** Request an OFFICIAL TRANSCRIPT indicating program completion from the advanced practice professional nursing program, to be mailed directly to the Board of Nursing office.
6. **ADVANCED PRACTICE PROFESSIONAL NURSE NATIONAL CERTIFICATION.** Submit a copy of your current certificate attached to the enclosed affidavit.
7. **FINGERPRINT CARD.** Complete the required Fingerprint card and submit to the Board for processing. Only cards from the Board office are acceptable - **fee for processing - \$34.00.**

TEMPORARY LICENSURE FOR ADVANCED PRACTICE PROFESSIONAL NURSE APPLICANTS

Advanced practice professional nurse applicants (CNM, CNS, NP, RNA) applying for APPN temporary licensure, who are currently authorized to practice in Idaho under temporary or renewable professional (RN) licensure must submit the completed application form and the "Affidavit Attesting to Validity of Copy", attached to one of the following documents:

- 1) If you hold national certification, submit a copy of your current certificate showing the expiration date; or
- 2) If you have not yet taken the certification examination, submit a copy of the document that verifies acceptance to take the examination. In addition, evidence of completion of an Advanced Practice Professional Nursing education program is required. If a final transcript is not yet available, submission of one of the following documents is acceptable:

Continued....

- a. Correspondence received directly (by FAX or mail) from the director of the educational program attesting to completion of all graduation requirements; or
 - b. Notarized copy of diploma.
- 3) If your national certification has lapsed, submit a copy of your lapsed certificate. The Board will consider issuance of a conditional temporary license in order for you to meet specified practice requirements under supervision for re-entry into advanced practice professional nursing.

PLEASE BE ADVISED: Licensed professional nurses and advanced practice professional nurses must renew their license(s) by August 31st of every odd-numbered year. Licensed practical nurses must renew their license by August 31st of every even-numbered year. A nurse who applies for licensure on or after March 1st of the year in which the license would ordinarily be renewed, will be issued a license valid until the next renewal period.

Idaho Board of Nursing - 280 North 8th Street, Suite 210, Boise, Idaho 83720-0061
Mailing Address: PO Box 83720 Voice - (208) 334-3110 - TDD Relay - (800) 377-3529

<p>The Idaho Board of Nursing does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex and/or disability.</p>

APPLICATION FOR LICENSURE

YOU MAY NOT PRACTICE NURSING IN IDAHO AS DEFINED IN THE NURSING PRACTICE ACT, IDAHO CODE, SECTION 54-1401 THROUGH 54-1417. UNTIL YOU HAVE FILED AN APPLICATION AND RECEIVED A TEMPORARY OR RENEWABLE LICENSE.

EMPLOYMENT INFORMATION**LIST LAST THREE (3) YEARS OF NURSING EMPLOYMENT:** (Additional information may be listed on a separate sheet.)

Name & Complete Address of Employer	Position	Employment	
		From	To

If you have not been employed in nursing within the last three years, or if there are gaps in employment, indicate your **last year of nursing employment** and explain the reason. (Supervised practice and a content update may be required if you have not engaged in nursing practice during the last three years.) _____

IT IS THE DUTY OF EACH APPLICANT TO MAKE INQUIRY OF THE INDIVIDUAL LICENSING BOARDS REGARDING THE STATUS OF Licensure IN THAT STATE BEFORE RESPONDING TO THE QUESTIONS BELOW. Ignorance of license status or disciplinary information will not constitute an excuse for incorrect information. In addition, failure to disclose all licenses may result in denial of your application or other appropriate action.

SCREENING QUESTIONS

PLEASE ANSWER ALL QUESTIONS (For all "yes" answers, attach a complete explanation including dates, circumstances and supporting documents if necessary.)

- Has your nursing license ever been disciplined in any state (e.g., revoked, suspended, placed on probation, formally reprimanded, or otherwise encumbered)? ☐Yes ☐No
- Is any action pending against your nursing license in any state? ☐Yes ☐No
- Have you ever had approval to practice in an advanced role denied, limited, suspended, revoked or otherwise disciplined? ☐NA ☐Yes ☐No
- Have you ever had an application for nursing license denied? ☐Yes ☐No
- Have you ever been denied admission to take a nursing examination by any state? ☐Yes ☐No
- Do you have, or have you been diagnosed as having, or have you been treated for having a physical or mental condition, including drug or alcohol addiction during the past five (5) years, which may impair your ability to practice nursing with reasonable skill and safety? ☐Yes ☐No
- If yes, do you require special accommodations in order to practice? ☐NA ☐Yes ☐No
- Do you currently have any felony or misdemeanor charges pending against you in any jurisdiction? ☐Yes ☐No
- Have you ever pled guilty, entered a plea of nolo contendere, been convicted of, or received a withheld judgment for a misdemeanor or felony in any jurisdiction? ☐Yes ☐No

THE AFFIDAVIT BELOW MUST BE COMPLETED IN ORDER FOR YOUR APPLICATION TO BE VALID.

AFFIDAVIT

State of _____)
) s.s.
County of _____)

I, _____ being duly sworn, declare that I understand the instructions and terms as set forth in this application form, that I am the person referred to in the foregoing application and this affidavit, and that I have personally completed this form, and that the information given in this application is true, correct and complete. I declare that I have no mental or physical disabilities (except as otherwise noted above) that presently interfere with my ability to competently and safely practice nursing and that I have read and understand this affidavit.

Signature of Applicant

On this _____ day of _____, in the year of _____ before me _____, notary public, personally appeared _____ known or identified to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.

4/2006

My Commission expires _____

The following must be completed by Advanced Practice Professional Nurses applying for licensure in the categories of Certified Nurse-Midwife, Clinical Nurse Specialist, Nurse Practitioner or Registered Nurse Anesthetist.

ADVANCED PRACTICE PROFESSIONAL NURSE EDUCATION *

* Official Transcript is required and must be mailed by the granting institution directly to the Board of Nursing.

Please ☒ the category for which you are applying for licensure:

☐ **Certified Nurse-Midwife:** Name of Nurse-Midwifery Program: _____

Location of Program: _____

Dates Attended: _____ Degree/Credential _____

☐ **Clinical Nurse Specialist:** Name of Graduate Nursing Program: _____

Location of Program: _____

Dates Attended: _____ Degree/Credential _____

☐ **Nurse Practitioner:** Name of Nurse Practitioner Program: _____

Location of Program: _____

Dates Attended: _____ Degree/Credential _____

☐ **Registered Nurse Anesthetist:** Name of Nurse Anesthesia Program: _____

Location of Program: _____

Dates Attended: _____ Degree/Credential _____

ADVANCED PRACTICE PROFESSIONAL NURSE CERTIFICATION

APPN Certification:

Name of certifying organization: _____

Date of original certification: _____

If not yet certified, date scheduled for examination _____

A notarized copy of your current certificate, or a document which verifies acceptance to take the examination must be enclosed.

NURSING LICENSURE INTERSTATE COMPACT

Dear Applicant for Licensure by Interstate Endorsement or Reinstatement:

On July 1, 2001, Idaho became a member of the Nurse Licensure Compact. Other states include Arizona, Arkansas, Delaware, Iowa, Maine, Maryland, Mississippi, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, South Carolina, South Dakota, Tennessee, Texas, Utah and Wisconsin.

Under terms of the Nurse Licensure Compact, nurses may hold a license to practice issued by their state of residence, if that state is a Compact state, and are granted the privilege to practice in other Compact states without holding separate licenses in those other states. If you reside in a Compact state, you may hold a Compact state license only in your declared state of residence; you may not be licensed in any other Compact state. If you reside in a state that is not a member of the Compact and you apply for licensure to practice in any Compact state, you will be issued a license by the individual Compact state that will be designated as valid for practice only in that state.

If you are applying for licensure in Idaho and indicating a mailing address in another Compact state, it is imperative that you inform the Idaho Board as to which scenario best suits your particular situation, to ensure that appropriate procedures are followed in issuing your Idaho license or in directing you to contact the appropriate state(s) to apply for and receive a license.

Please note, if you are in the process of moving to Idaho and declaring Idaho as your state of residence, you must provide the Idaho Board with an Idaho address within 30 days of relocating to this state. Upon notice of address change, licenses held in any other Compact state will become invalid.

More information regarding the Nurse Licensure Compact is available on the National Council of State Boards of Nursing web site at <http://www.ncsbn.org>. If you have questions about your application, please contact the Board at (208) 334-3110 ext. 21.

-----Tear off and return-----

DECLARATION OF STATE OF RESIDENCE

Name _____

Address: _____

Primary state of residence is defined as "the state of a person's declared fixed permanent and principal home for legal purposes; domicile. Documentation of state of residence includes a valid driver's license with a home address, voter registration card with a home address, and/or the state declared as the state of residency on the last federal tax return.

Based on the definition above, my primary state of residence is _____

I am currently practicing nursing (including telenursing) in the following states:

Check one:

- ☐ I am declaring Idaho as my state of residence, even though my mailing address is in another Compact state.
- ☐ I am declaring Idaho as my state of residence; my mailing address is listed below.
- ☐ I am practicing in Idaho, but am declaring another Compact state as my state of residence.
- ☐ I am practicing in Idaho, but am declaring a Non-Compact state _____ as my state of residence.
- ☐ I am a member of the armed forces and am declaring Idaho as my state of residence.
- ☐ I am in the process of moving to Idaho, but do not yet have an Idaho mailing address.

Signature _____ Date _____

Address: _____

AFFIDAVIT ATTESTING TO VALIDITY OF COPY

I hereby certify that the attached is a direct photocopy of:
Please ☒ appropriate box (es).

The certificate which shows proof of current licensure as a licensed professional nurse (RN)

- ☐ The certificate which shows advanced practice professional nurse national certification
- ☐ The document which verifies acceptance to take the certification examination
- ☐ The diploma from my Advanced Practice Professional Nurse educational program

Total number of documents _____

Signature of Applicant

On this _____ day of _____, in the year of _____, before me
_____, a notary public, personally appeared _____,
known or identified to me to be the person whose name is subscribed to the within instrument, and acknowledged
to me that he/she executed the same.

(Notary Seal)

Notary Public

My Commission Expires

AFF APPN 2006

-----Tear Here-----



The following items must be submitted when you file your application for APPN licensure:

- ☐ Completed, notarized application – pages 1, 2 **and** 3.
- ☐ Fee – for Advanced Practice Professional Nurse licensure
- ☐ Declaration Form
- ☐ Affidavit attesting to the Validity of Copies – attach a copy of your APPN Certification card
- ☐ Fingerprint Card

Be sure that you have requested that an **OFFICIAL TRANSCRIPT** of your advanced practice professional nursing program be submitted directly to the Board office.